



# USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** USAID-EA-RFP-623-DRC-08-024  
**ISSUANCE DATE:** March 14, 2008  
**CLOSING DATE/TIME:** April 14, 2008, 16:00 hrs Nairobi, Kenya Time

Ladies/Gentlemen:

**SUBJECT: Solicitation for U.S. Citizen or Third Country National Personal Services Contractor (US/TCNPSC) – Deputy Team Leader, Education Program, USAID/DRC**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens or Third Country Nationals interested in providing PSC services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified.

Interested applicants must submit (i) his/her most current curriculum vitae or resume (ii) signed form OF-612, Optional Application for Federal Employment; (iii) Contractor Employee Biographical Data Sheet (AID 1420-17); and (iii) three references, who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with stated evaluation criteria. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/EA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicant must be available to start work o/a June of 2008. This availability shall be indicated on the OF 612. Applications shall be submitted by either mail, facsimile or ordinary mail to reach USAID/EA/RAAO by the closing date and time.

Form OF 612 and Contractor Employee Biographical Data Sheet (AID 1420-17) must be signed and those submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures that accompany their submissions.

U.S. Agency for International Development  
USAID/East Africa  
P.O. Box 629  
Village Market 00621  
Nairobi, Kenya

Courier Address:  
USAID/East Africa  
c/o American Embassy  
United Nations Avenue,  
Gigiri,  
Nairobi, Kenya

U.S. Postal Address:  
USAID/East Africa  
Unit 64102  
APO AE 09831-4102

Tel: 254-20-862 2000  
Fax: 254-20-862 2680 / 2682  
<http://eastafrika.usaid.org>

**Solicitation No. USAID-EA-RFP-623-DRC-08-024, Deputy Team Leader, Education Office,  
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Applicants are requested to provide their full mailing address with telephone, facsimile numbers and email address.

USAID/East Africa anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Any questions on this solicitation may be directed to Ms. Rose Gathungu, Acquisition & Assistance Specialist, USAID/EA/RAAO, by e-mail at: [rgathungu@usaid.gov](mailto:rgathungu@usaid.gov) and a copy to [lgilpin@usaid.gov](mailto:lgilpin@usaid.gov).

Electronic submission is authorized. All application packages are to be submitted to:

Via e-mail: to [rgathungu@usaid.gov](mailto:rgathungu@usaid.gov) with a copy to [lgilpin@usaid.gov](mailto:lgilpin@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your e-mail application. Other methods of submission:

If sent via courier use:

USAID/EA/RAAO

ATTN: Lauralea Gilpin OR Rose Gathungu

U.S. Embassy

United Nations Avenue – Gigiri

Nairobi, Kenya

USAID-EA-RFP-623-DRC-08-024

If sent via U.S. Mail use:

USAID/EA/RAAO

ATTN: Lauralea Gilpin OR Rose Gathungu

Unit 64102

APO AE 09831-4102

USAID-EA-RFP-623- DRC-08-024

If sent via International or Local mail use:

USAID/EA/RAAO

Attn: Lauralea Gilpin OR Rose Gathungu

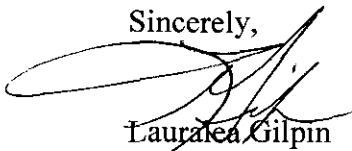
RFP # 623-DRC-08-026

P.O. Box 629

Village Market 00621

Nairobi, Kenya

Sincerely,



Lauralea Gilpin

Regional Contracting Officer

USAID/East Africa/RAAO

Enclosed: Solicitation USAID-EA-RFP-623-DRC-08-024

**Solicitation No. USAID-EA-RFP-623-DRC-08-024, Deputy Team Leader, Education Office, USAID/DRC**

**A. GENERAL:**

- 1. SOLICITATION NUMBER:** USAID-EA-RFP-623- DRC-08-024
- 2. ISSUANCE DATE:** March 14, 2008
- 3. CLOSING DATE/TIME:** April 14, 2008; 1600hrs Nairobi, Kenya Time
- 4. POSITION TITLE:** Deputy Team Leader, Education Program, USAID/DRC
- 5. MARKET VALUE:** The position is the equivalent of a GS 13 level, ranging from \$68,625 - \$89,217 per annum. Final compensation will be based on individual's salary and work history, experience and background.
- 6. PERIOD OF PERFORMANCE:** A base of two years from date of appointment with a possibility/option of one-year extensions up to a maximum of four years, subject to funds availability. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.
- 7. START/END DATE:** A preferable start date of June 2008 and an end date of 2010.
- 8. PLACE OF PERFORMANCE:** Kinshasa, DRC
- 9. AREA OF CONSIDERATION:** Qualifying United States (US) citizens or Third Country National (TCN)
- 10. CLEARANCES:** The selected applicant must be able to obtain USG security and medical clearances.
- 11. SELECTION CRITERIA:** Grading will be done on a 100-point scale - - Education (10pts), Prior work experience (30pts), Knowledge and Abilities (40pts) and Language (20pts).

**See solicitation continuation pages...**

## **12. STATEMENT OF WORK (SOW):**

### **A. Country/Situational Background:**

The education indicators for the DRC are among the world's worst. The low rates of enrollment in primary schools (estimated at 55% overall, 49% for girls), high rates of drop-outs, lack of basic materials, and deplorable physical conditions of classrooms have contributed to the present crisis in the education sector. Although universal primary education was almost attained in 1974, with a gross enrollment rate of 94%, that number dropped dramatically due to civil war, conflict and the collapse of the social sector.

While most of these conflicts have subsided, the crisis in the education system persists. At present in the DRC there are 20,000 primary schools, 238,000 primary school teachers, and over 8 million students. These statistics are even more staggering when one considers the fact that almost 5 million children of primary school age are not in school. The main constraints to education are severe lack of financial resources, limited and unqualified teaching staff, poor physical conditions of schools and classrooms, and absence of learning materials. USAID's main goal in the education sector is to increase access to schooling, especially to vulnerable groups such as the poor and girls; extend the quality of basic education through teacher training and the provision of learning materials; and increase the capacity of local school officials and community members to be involved in the financing and management of schools. The USAID Mission currently has education programs in all eleven provinces of the DRC. Under the present Education Strategy established in 2004, our programs have provided learning materials to 950,000 students, trained over 52,000 teachers and mobilized over 1 million community members.

The DRC government is strongly committed to addressing these education needs. In 2007, the GDRC adopted the first three years of a multi-year development plan, the *Programme d'Actions Prioritaires* (PAP), which proposes global expected results and actions needed to achieve these results. The areas of concentration are security, good governance, pro-poor planning, HIV/AIDS, cross-cutting themes, and social services, in which education is included. This PAP is a blueprint for an education sector reform, and the international donor community has agreed to focus their efforts toward this plan. The expected results for the education sector are that:

1. strategic and operational management in the sector of teaching is improved;
2. the level of funding of the public sector is increased and the financial management of the sector is improved;
3. universal primary access is progressively attained;
4. the coverage and quality of services in primary and secondary schools are improved; and
5. higher and professional education are rationalized and revitalized.

In order to achieve these results, it is necessary that the Education Program of USAID/DRC design, solicit and implement new education initiatives, with the assistance of governmental and non-governmental partners. The management of these projects will require additional financial and human resources.

**B. USAID/DRC Overview:**

The Congo completed and adopted its Poverty Reduction Strategy Paper (PRSP) in May 2006. One of the five “pillars” of the PRSP is education. Beginning in mid-2006 the DRC’s major donors began work on a Country Assistance Framework (CAF) – a common donor strategy for the 2007-2010 timeline. All of the DRC’s major donors participate in the CAF process, and have worked with the GDRC to develop 5 “thematic groups” with specific goals and objectives. The 5 groups are: education, health, employment, infrastructure and energy.

In 2006, the USG extended its transformational diplomacy goals to its development institutions and redefined its development architecture. The new Strategic Framework for Foreign Assistance comprises five “objectives:” Peace and Security, Governing Justly and Democratically, Investing in People (through improved services in education, health and social protection), Economic Growth and Humanitarian Assistance. The Administration has designated the DRC as one of seven priority countries in Africa, and budget levels for most program areas have increased, including education, to reflect this prioritization. USAID/DRC developed a FY 2007 Operational Plan in conformity with the new Strategic Framework. Of particular relevance to this document is the fact that USG resources planned for education increased significantly from 2006 to 2007, and again in 2008 to an annual budget of approximately \$30 million. Activities planned under this budget include more emphasis on basic education, the expansion of innovative teaching practices such as interactive radio instruction, pre- and in-service training of teachers, and activities that involve synergy with other USAID programs. As the education portfolio grows, branching into new areas of education in the DRC, the position of Education Deputy Team Leader is an ideal setting for professional growth. It requires someone who can work independently with minimal supervision, but also someone who can communicate and plan well within a close working team. The education portfolio is in the midst of developing a new set of strategic programs based on an assessment planned to be conducted in Spring 2008. The portfolio has a number of cross-sector activities and plays an active role in two donor working groups, a large group comprised of international donors, DRC Ministry of Education (MOE) technical officers, and international NGOS, and a smaller ad-hoc working group that meets with MOE officials, the IMF (International Monetary Fund), and institutions such as FTI (Fast-Track Initiative). Moreover, there is significant coordination with the other teams within USAID. For example, the education team plays a significant role on a Global Development Alliance that includes the Health and Agriculture teams in collaboration with a consortium of mining companies and Pact International.

The USAID/DRC Mission comprises a Front Office (Director), a Program Office (strategy, budget and the Protection portfolio), a Democracy and Governance Office, a Health Office, a General Development Office (responsible for Peace and Security), an Economic Growth Office, a Food for Peace Office, a Regional Environmental Office, an Office of Foreign Disaster Assistance, an Executive Office, a Financial Management Office and the Education Office. The Mission is currently staffed with seven USDH, twelve US/TCN PSCs and 30 professional FSN staff; staffing levels are projected to increase significantly in 2008.

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USAID/DRC's Education Office is currently staffed as follows:

- USPSC Team Leader
- FSN Program Specialist

By the end of FY 08, the planned staffing configuration will increase to:

- USPSC Team Leader
- USPSC (or TCNPSC) Deputy Team Leader
- FSN Program Specialist
- FSN Administrative Assistant

**C. Major Duties and Responsibilities**

The PSC Deputy Team Leader of the Education Office serves as the alter-ego to the USPSC Education Officer and Team Leader (EOTL) and acts in the incumbent's stead when the latter is outside of the DRC. The Deputy Team Leader has specific lead responsibility for activity design, program management and activity management. The incumbent will participate actively in strategy development, office management and representational duties on an as-needed basis. Current Education staff actively participate in a number of donor coordinating groups, including: the *Comité de Concertation*, the Education Thematic Group, and the donor/Ministry of Education ad-hoc working group. The incumbent would be expected to participate in one or more of these working groups, represent the US Mission, report on development with policy recommendations to the EOTL, and present and coordinate USAID programs, priorities and strategies.

**1. Activity Planning, Design, Management & Evaluation (60%)**

The incumbent shall take on significant responsibility for activity planning, design, management and evaluation of programs within the Education Office, focusing mainly on increasing access to and improving the quality of basic education. USAID defines basic education broadly, however, to include all program efforts aimed at improving early childhood development, primary education, and secondary education (delivered in formal or informal settings), as well as training for teachers working at any of these levels. In its definition, USAID also includes training in literacy, numeracy, and other basic skills for adults and out-of-school youth. The common thread among these elements is that they help learners gain the general skills and basic knowledge needed to function effectively in all aspects of life.

Routine responsibilities include:

- Evaluating current and past programs for performance
- Analyzing sector-wide trends for reform, identifying key counterparts, and synthesizing other interventions in order to design value-added, "niche" programs for the US Mission.
- Describing and budgeting for the activity in the Operational Plan
- Drafting Scopes of Work, Program Descriptions as part of Requests for (RFPs) Proposals and Requests for Applications (RFAs);

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- Preparing activity approval documentation in accordance with USAID/DRC's Mission Order on Pre-obligation requirements.
- Leading the evaluation and critiquing of proposals and applications (including unsolicited proposals)
- Preparing activity checklists
- Liaising with the Regional Contracting Officer during the award process

The incumbent shall serve as Cognizant Technical Officer (CTO) for a maximum of three awards: grants, cooperative agreements and/or contracts with Education implementing partners. The specific instruments to be managed will be determined subsequent to the incumbent's entry into service. Activity management shall consist of:

- Training as a certified CTO
- Maintaining close contact with NGO or contractor Chiefs of Party
- Reviewing and approving work-plans
- Preparing budget and work-plan realignments when needed
- Reviewing technical qualifications for staff implementing awards
- Routine and extraordinary monitoring of activity implementation
- Performing accrued expenditure calculations
- Troubleshooting programs to respond to emergent opportunities or obstacles for implementation
- Reporting on achieved results within the Mission, to counterparts, and Washington personnel.

**2. Strategy Development (15%)**

The incumbent will be an integral member of the USAID/Education Team. S/he will assist in the preparation of key strategy and planning documents including, but not limited to, the following:

- Annual Operational Plans
- Country Assistance Plan
- Mission Strategic Plan
- Performance Monitoring Plan and PMP database
- Ad-hoc reports requested by Mission management and USAID/Washington
- Congressional Budget Justifications, Congressional Notifications;
- Public outreach, including any and all briefing materials.

**3. Office Management (20%)**

On an as-needed basis, and in particular when the PSC Education Officer and Team Leader is absent from Kinshasa, the incumbent shall manage the Education office.

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Managing the Education office shall include:

- Routine employee supervision
- Administrative functions such as approving time-sheets, leave requests and travel vouchers
- Assist with employee evaluation
- Financial management for the portfolio, e.g. preparation and tracking of funding histories and accruals
- Ensuring office electronic and hard-copy filing systems are in order, complete, easy to access, and properly archived.

**4. Representing USAID/DRC (5%)**

The incumbent shall, on an as needed basis, and in particular when the PSC Education Officer and Team Leader is absent from Kinshasa, represent USAID at meetings, conferences, seminars and other events. Representing USAID shall entail:

- Preparation and obtaining approval of position statements (as required)
- Communicating USAID's position orally and verbally to Government, other donor or UN organizations
- Delivering speeches
- Giving interviews to local media
- Organizing delegations and other high-level visits, including developing of a schedule, coordination with implementers and other counterparts to plan events, preparation of briefing materials, and serving as site officer for events.

**D. Conduct, Travel, Reporting and Liaison**

The Deputy Team Leader will handle all assigned work independently or, as required as part of a team identified by the EOTL or the Mission Director, in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated Directives System (ADS) and regulations. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities. The employee will resolve problems that arise by determining the approaches to be taken and methods to be used, developing, coordinating and clearing proposed solutions with all necessary parties, and then taking appropriate actions to resolve the problems. The incumbent will maintain contact and interact technically and professionally in a highly collaborative manner with a wide range of interlocutors. The incumbent is expected to demonstrate appropriate levels of skill in the following areas: 1) teamwork and professionalism, 2) resource management, 3) leadership, and 4) technical and analytical skills.

Travel within the DRC will be required, and travel outside of the DRC may be also be required.

All duties will be carried out under the general or specific guidance of the EOTL who will supervise the Deputy Team Leader. The Deputy Team Leader will be expected to prepare and



deliver written and oral reports on all aspects of his/her responsibilities or work, including site visits, as requested by the EOTL and/or the Mission Director.

The incumbent shall maintain contact with high-level GDRC officials, NGO representatives, contractor representatives, and representatives of other donors and international organizations. The incumbent will coordinate closely with other elements of the US presence in Kinshasa, and with other Mission offices as required.

**E. Position Elements**

- a. **Supervision Received /Exercised:** The Education Deputy Team Leader will work under the general and specific supervision and policy guidance of the Education Officer and Team Leader, USAID/DRC. The EOTL will review and approve his/her work plan and performance measures.

In carrying out specific assignments, the incumbent will consult and work closely with the Program Office, the other SO teams within USAID/DRC, the Government of the DRC, other international donors and the Department of State. The incumbent is expected to work independently with limited guidance, take initiative, supervise and direct professional and support FSN staff as required.

- b. **Available Guidelines:** The incumbent is required to understand and analyze Mission and Agency-specific policies and procedures which govern implementation of education development activities, in addition to the USAID/DRC established administrative operating procedures, policies and formats. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies of the DRC Mission, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID and State Program Strategy and Policy Documents.
- c. **Decision Making / Exercise of Judgment:** At the full performance level, it is expected that the incumbent will exercise considerable independence and decision making authority in carrying out duties, subject to final review by the Education Officer and Team Leader.
- d. **Authority to Make Commitments:** The incumbent will have no authority to commit U.S. Government (USG) Mission funds.
- e. **Nature, Level and Purpose of Contacts:** Contacts are with senior management-type persons within and outside USAID, which may include Congressional staff, other U.S. government officials, and government officials from other countries as appropriate, consultants, contractors, grantees, or business executives.

- f. **Complexity:** Analyzes inter-related issues of effectiveness, efficiency, and productivity of individual contracts, grants and cooperative agreements. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the Education program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning design, planning, organizing, implementing and evaluating individual activities are complicated by the difficulty of operating in a politically sensitive country

**(END OF STATEMENT OF WORK)**

**I. REQUIRED QUALIFICATIONS:**

**Education:** A graduate degree in Education, International Education, International Relations, African studies, or a closely related field is required.

**Prior Work Experience:** Minimum of five to seven years work experience in educational development, training, African development, international affairs or a related area, preferably working for an organization with programs fostering the development of education is required..

**Language Proficiency:** Strong English language skills (written and oral) are required. French language skills at the FSI 3/3 level (speaking and reading) are required.

**Knowledge:** Extensive knowledge of international development concepts, principles and activity implementation is required. Knowledge and experience in basic education, particularly education in developing contexts, is required. Extensive knowledge of USAID procedures and regulations is preferred, but is not required.

**Skills and Abilities:** The Deputy Team Leader must have proven capacity to analyze complex situations and provide technical guidance and recommendations up and down the hierarchy. S/he will have strong interpersonal and teamwork skills, technical and analytic skills and leadership abilities.

**II. EVALUATION/SELECTION CRITERIA:**

Candidates will be evaluated and ranked based on the following selection criteria:

1. **Education (10 points).** University graduate degree or equivalent in education, international relations, development studies, African studies, or related area is required.
2. **Prior Work Experience (30 points).**
  - a) Minimum of five years work experience in educational development, training, African development, international affairs or a related area, preferably working for an organization with programs fostering the development of education is required.

- b) Experience working in dynamic, highly collegial and collaborative working relationships, requiring close consultation, management, and coordination is required.
- c) Experience in strategic planning and education program design, program planning and budgeting, and monitoring and evaluation of education and training activities is preferred.
- d) Experience resolving problems in a team context, while maintaining an aggressive work pace, in order to produce results under intense scrutiny is required.
- e) Experience and familiarity with Africa, particularly the DRC, and sensitivity to socio-cultural aspects bearing on education within an African context is desirable

**3. Knowledge and Abilities ( 40 points)**

- a) Program Oversight: Demonstrated ability to provide oversight of large complex activities that are implemented under challenging social and political conditions. Demonstrated ability to function with minimal supervision to address complex and challenging interagency and political dynamics is required.
- b) Program Design and Implementation: Experience-based knowledge of educational design, monitoring and evaluation, knowledge of budgetary and procurement processes and property management principles in a developing country context, preferably with an international donor organization.
- c) Analytical Skills: Demonstrated analytical and independent decision-making skills in heavy workload/high stress work environments.
- d) Computer and Administrative Skills: A demonstrated ability to perform with minimal administrative or secretarial support is required. The successful candidate must be computer literate.
- e) Cultural Environment: Knowledge of African history and its cultural/work environment is desirable. Knowledge of the history and culture of DRC is a plus.
- f) Experience living and working under harsh, difficult and/or dangerous conflict or post-conflict conditions is a plus.
- g) Knowledge of USAID management and monitoring systems is a plus.

**4. Communication (20 points)**

- a) Must be highly proficient in French (FSI level speaking/reading 3/3) Must be functionally fluent in speaking, reading and writing English (FSI 4/4 equivalent). Excellent communication skills in both languages, including ability to represent USAID in meetings and forums.
- b) Ability to engage in discussions with government officials, other donors, international implementers, non-governmental organizations, U.S. Embassy and USAID officials.
- c) Excellent verbal and written communication skills, including word processing proficiency, demonstrated ability to prepare required reports in proper format and language.
- d) Ability to work within a team, supervising complex projects in a large geographic area are required. Strong skills for team building and cross-cultural communication preferred.

**Maximum Points Available: 100**

**III. INSTRUCTIONS TO APPLICANTS:**

Qualified individuals are requested to submit:

A signed US Government Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement /forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillfour.gsa.gov>, or at Federal offices), a signed Contractor Employee Biographical Data Sheet (AID 1420-17) and a resume containing the following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- 3) Work Experience: provide the following information for your paid and non paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;

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- 4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- 5) All applicants must submit a cover letter (2 pages maximum) addressing how they meet the required qualifications for this position (see qualification section of this solicitation). Each of the expected qualifications should be addressed in the cover letter.
- 6) Applicants are required to provide three references with complete contact information including email address and telephone numbers.

Interested candidates should send above via the internet, facsimile or express mail, to the attention of Regional Contracting Officer, at one of the addresses indicated on the cover letter. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview. USAID will not pay for any expenses that may be associated with the interview.

Applications must be received by the closing date and time at the address specified in this solicitation.

#### **IV. SELECTION FACTORS:**

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. citizen or a Third-country National;
- Complete and signed Federal Form OF-612 is submitted;
- Complete and signed Contractor Employee Biographical Data Sheet (AID 1420-17)
- Supplemental documents, especially a resume and/or additional information addressing the evaluation criteria, is submitted;
- Ability to obtain the required level of security clearance; and
- Ability to obtain the required medical clearance.

#### **V. COMPENSATION:**

This position is classified at a U.S. Government GS-13 level, ranging from GS 13 level, ranging from \$68,625 - \$89,217 per annum. The actual salary of the successful candidate will be negotiated within the GS-13 salary range depending on qualifications and previous salary

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history. Salary is not negotiable beyond this range. In addition, USAID/Kinshasa mission is a post with a 25% differential and currently has a 35% COLA

**VI. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS:**

1. The successful applicant must receive medical clearance for serving in Democratic Republic of Congo. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted. US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance by certified doctor.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency. US Citizens should obtain USG Secret Level security clearance and Third Country Nationals should obtain employment authorization security clearance.

The successful applicant must be able to report to post in Kinshasa, DRC to assume duties promptly upon medical and security clearances being granted.

**VII. BENEFITS AND ALLOWANCES:**

AS A MATTER OF POLICY, AND AS APPROPRIATE, A USPSC IS NORMALLY AUTHORIZED BENEFITS AND ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX D AND A TCNPSC IS NORMALLY AUTHORIZED BENEFITS AND ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX J.

**A. BENEFITS:**

- 1) FICA Contribution
- 2) Contribution toward Health & Life Insurance
- 3) Pay Comparability Adjustment
- 4) Eligibility for Worker's Compensation
- 5) Annual & Sick Leave
- 6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
- 7) APO mail service as per post policy
- 8) Annual Increase

**B. ALLOWANCES [If Applicable as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below and AIDAR]:**

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)

- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Travel (Section 280)
- 11) Air or ocean freight, shipment of POV & storage.
- 12) Housing
- 13) Motor pool: Use of motor pool is permitted in accordance with applicable Mission policy.

USPSCs are required to pay FICA, Medicare and Federal Income Taxes in accordance with the applicable federal laws and regulations. TCNPSCs will be subject to cooperating country laws and regulations and rulings regarding social security and taxes. FICA and Medicare are not applicable to TCNPSCs.

#### **VIII. LIST OF REQUIRED FORMS FOR PSCs:**

Forms outlined below can be found at: <http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612.
2. Contractor Employee Biographical Data Sheet (AID 1420-17)

**Upon advice by the Contracting Officer that the applicant is the successful candidate, the following PSC forms will be required:**

3. Contractor Physical Examination (AID Form DS-1843).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86)
5. Finger Print Card (FD-258). (Available from the law enforcement offices or in USAID/Washington).
6. AID 610-14 (Authority for Release of Information).
7. AID 6-85 (Foreign Residence Data)
8. Employment Eligibility Verification (I-9 Form) as applicable.

#### **IX. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs:**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website [http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc) for AAPDs and CIBs that apply to US Citizen and Third Country National contracts. Additionally, AIDAR Appendixes D applies to US Citizens PSCs and Appendix J applies to Third Country National PSCs and can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

**X. NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS:**

Individuals contracted as PSCs are **not** required to have a DUNS Number. USAID will provide a generic DUNS Number and PSCs are **not** required to register with CCR. For general information about DUNS Numbers, please refer to FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

[http://acquisition.gov/comp/far/current/html/52\\_200\\_206.html#wp1137568](http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568)

**XI. IMPLEMENTATION OF E.O. 13224 -- EXECUTIVE ORDER ON TERRORIST FINANCING**

The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract.